

## Message Text

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PAGE 01 STATE 107902  
ORIGIN SS-15

INFO OCT-01 NEA-10 IO-13 ISO-00 SSO-00 CCO-00 OC-06  
/045 R

DRAFTED BY S/S-S:MPOWENS:MS  
APPROVED BY S/S-S:LJREDDY  
S/S: MR. TARNOFF  
S:JCAHILL

-----122126Z 074009 /62

O P 122108Z MAY 77  
FM SECSTATE WASHDC  
TO USMISSION GENEVA IMMEDIATE  
INFO AMEMBASSY TEHRAN PRIORITY

LIMITED OFFICIAL USE STATE 107902

E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS), PFOR, SZ

SUBJECT: SECRETARY'S VISIT TO GENEVA; SECRETARIAT STAFF  
REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION  
OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS  
CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR HIS  
USE, AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY.  
S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING  
TO AND FROM THE PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND  
LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: S/S OFFICERS ROBERT PERSIKO AND BARBARA  
BODINE, ACCOMPANIED BY SECRETARIAL ASSISTANTS RACHELLE  
DIONNE AND CARLYN ELLIOTT, WILL ARRIVE GENEVA ABOARD THE  
SECRETARY'S AIRCRAFT MAY 15.

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 02 STATE 107902

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S  
LIAISON OFFICER TO PROVIDE FULLTIME ASSISTANCE TO S/S.  
THIS MUST BE A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH  
ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE  
POST AND HOST GOVERNMENT FUNCTION. HE OR SHE SHOULD  
BE FULLY READ INTO POST PREPARATIONS FOR THE VISIT

(INCLUDING ALL SCHEDULE/SCENARIO DETAILS) AND PREPARED TO

BRIEF THE S/S TEAM UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR S/S TEAM. PLEASE CABLE NAME OF S/S LIAISON OFFICER TO THE DEPARTMENT, INFO TEHRAN.

4. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. FIVE PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. THE S/S TEAMS WILL INDICATE THE DATE AND TIME WHEN THIS SERVICE SHOULD START. POST SHOULD ARRANGE TO HAVE MACHINES RUN UN-ATTENDED BETWEEN 2300 AND 0500. THE FOLLOWING CRITERIA APPLY:

--REPRODUCE EACH STORY - DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

--ON SECRETARY'S COPY ONLY (ITSELF A PHOTOCOPY OF THE ORIGINAL), ATTACH A ONE- OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION, TYPED ON THREE-BY-FIVE INCH NOTEPAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY.

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PAGE 03 STATE 107902

--INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER WITH S/S TEAMS TO ASSURE UNDERSTANDING OF PROCEDURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES OF THE LEADING ENGLISH-LANGUAGE DAILIES, SUCH AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRELESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US CURRENT NEWS WEEKLIES, I.E., TIME, NEWSWEEK, SHOULD ALSO BE MADE AVAILABLE.

CHRISTOPHER

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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01-Jan-1994 12:00:00 am  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** ITINERARY, MEETINGS  
**Control Number:** n/a  
**Copy:** SINGLE  
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**Decaption Date:** 01-Jan-1960 12:00:00 am  
**Decaption Note:**  
**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 22 May 2009  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1977STATE107902  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** S:MPOWENS:MS  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Expiration:**  
**Film Number:** D770168-0166  
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**Litigation History:**  
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**Message ID:** d3c6b695-c288-dd11-92da-001cc4696bcc  
**Office:** ORIGIN SS  
**Original Classification:** LIMITED OFFICIAL USE  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
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**Previous Classification:** LIMITED OFFICIAL USE  
**Previous Handling Restrictions:** n/a  
**Reference:** n/a  
**Retention:** 0  
**Review Action:** RELEASED, APPROVED  
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**Review Event:**  
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**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**SAS ID:** 2545877  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** SECRETARY'S VISIT TO GENEVA; SECRETARIAT STAFF REQUIREMENTS  
**TAGS:** OVIP, PFOR, SZ, (VANCE, CYRUS)  
**To:** GENEVA  
**Type:** TE  
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**Review Markings:**  
Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
22 May 2009  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009